

## OUTPLACEMENT/RECALL ENROLLMENT INSTRUCTIONS

1. Fill out a State of Iowa application online at <http://das.hre.iowa.gov/iowa.jobs.promo.html>. If you have an application on file, you need only update it to insure you have your most recent work and education history included. Your qualifications for all job classes for which you apply will be based **ONLY** on your online State of Iowa application. If you do not have access to the internet, you may apply using the DAS-HRE State of Iowa paper application. Information from that application will then be entered into our online system at DAS-HRE.
2. You will receive an electronic form on which to list the full title for each job class. Your application will be reviewed to see if you meet the minimum qualifications for the job titles you choose. If you do not have access to the internet, you may list your desired job titles and counties on the Outplacement/Recall Enrollment Form. Information from that form will then be entered into our online system at DAS-HRE.
3. If you apply for a job that requires passing a test, you will not be referred for that job class until you pass the required test. If you need to take a test, you will receive a testing notice from DAS HRE. That letter will include information on where to schedule or take the required test.
4. You will receive written notifications regarding all job classes for which you apply. One notice will list all job classes for which **DO NOT** qualify. A second notice will list all job classes for which you **DO** qualify.
5. Your eligibility for the Outplacement Program will expire when you have:
  - been laid off (then eligible for extended outplacement or recall.)
  - been removed from your current position that was affected by layoff (a voluntary termination, or a transfer, promotion or demotion to a position in lieu of layoff.)
  - refused two offers of interview/hire for any position while on outplacement.
6. Your eligibility for the Recall Program will expire when you have:
  - reached your recall expiration date.
  - accepted recall to a position.
  - refused one offer of interview/hire for any position while on recall.
7. You may change your enrollment information by submitting your request in writing to the Outplacement/Recall Coordinators, DAS-HRE, Hoover State Office Building, 1305 E. Walnut, Des Moines, IA, 50319-0150 or by email to **DASHRE.Info@iowa.gov**. Outplacement changes may be made at any time. Recall changes may be made once each month. These changes include:
  - adding/removing job classes
  - adding/removing counties
8. You may change your State of Iowa application information at any time by logging into your online application. These changes include:
  - name change
  - address change
  - phone number change
9. If you would like assistance regarding the Outplacement/Recall process, please contact:

(515) 281-5889 or via email to **DASHRE.Info@iowa.gov**